

RFP #00012 Questions and Answers

1. In section 3.0.3. Funding Limitations, page 16 specifies that “the funding award for this grant shall not exceed \$135,000.00 and that each grant award will be a minimum of \$10,000” and then lists multiple counties and/ or communities. Does this mean that a proposal could be submitted and possibly awarded for only a part of the area listed? How would a proposer know if \$10,000 was for a county or a community?

Yes, this means that a proposal can be submitted and awarded for part of the area listed. The proposer will specify in their budget which county (or a community) that they would like the project implemented.

2. In section 3.03. Funding Limitations, page 16 it identifies the geographical location of this award to include Miles City, Lambe Deer and Colstrip with some services in Dawson, Prairie, Garfield, Treasure, Rosebud, Wibaux, Custer, Powder River, Fallon and Carter counties area. DEAP’s current In-Home /Reunification contract does not include Lambe Deer, Dawson or Wibaux. Does this mean that Dawson and Wibaux counties will not be included under the current Access and Visitation Grant anymore?

No

4. Why do you specify some communities specifically and other counties only?

These are the service counties and communities that have been historically served by these contract funds as listed by this contract.

5. In section 3.03. Funding Limitations, page 16 it states that there is a “maximum of \$135,000 for the entire service area. In January DEAP received a letter stating that the federal funding used to contract with DEAP had been reduced statewide by \$85,000. If awarded the proposal for the entire service area is there assurance that the total amount of the contract award will be \$135,000?

All awards are based on funding availability.

6. Section 5: Cost Proposal , page 29-32 describes the Fee for Service amount based on billable hours and describes those services. In previous RFP’s there has been a required format for the way the budget information was presented. Is there any particular format that should be used for the cost proposal and does it need to include specific percentages for each billable and not billable service to show how the hourly rate was determined? How does this cost information need to be presented?

Question in reference to section 1.5.4 Budget:

1.5.4 Budget. Offerors **must** respond to this RFP by utilizing the Budget outline described in Section 5. This budget outline serves as the primary representation of each offeror's cost/price, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the offeror's cost/price.

The Budget outline is also referenced in Section 3.03 Funding Limitations:

3.0.3. Funding Limitations *The funding award for this grant shall not exceed \$ 401,000. The geographical location of this award is to serve children and families within the Flathead, North Lincoln, Lake, Missoula, Ravalli, and Sanders Counties Areas. Each grant award will be a minimum of \$20,000 with a maximum of \$401,000 for the entire service area. **The payment for services to be provided is based on a fee for service calculation. The billing and fee for service information is contained in Section 5.***

The specific outline requested is referred to in Section 5 Budget:

*The award for the RFP will be billed according to a Fee for Service amount. **The Fee for Service amount will be calculated by taking the number of hours you estimate to be able to provide based on the following information.** For services that are not billable you must estimate the cost of doing business and take this into consideration when formulating the number of hours you can provide.*

Please use the information that is provided in Section 5 to calculate your budget for the services that you are proposing to provide, within the award amount limitations.

7. On the Instruction to Offerors, page 4 it lists the items that **MUST** be included in the response to be responsive. For response to Appendices A and B is it acceptable to make the statement "Deap agrees to acceptance of the standard terms and conditions and contract as set out in Appendices A and B"?

8.

The specific answer to this question is found in Section 1.51. Organization of Proposal:

1.5.1 Organization of Proposal. Offerors must organize their proposal into sections that follow the format of this RFP, with tabs separating each section. A point-by-point response to all numbered sections, subsections, and appendices is required. If no explanation or clarification is required in the offeror's response to a specific subsection, the offeror shall indicate so in the point-by-point response, or utilize a blanket response for the entire section, with the following statement:

"(Offeror's Name)" understands and will comply.

An offeror making the statement "Refer to our literature..." or "Please see www.....com" may be deemed nonresponsive or receive point deductions. If making reference to materials located in another section of the RFP response, specific page numbers and sections must be noted. The Evaluator/Evaluation Committee is not required to search through literature or another section of the proposal to find a response.

In Appendix B: Contract, pages 40 to 42 it lists attachments A through H. Since none of these attachments are included how can we agree to the conditions?

This contract is only a sample contract for your review.

In Appendix B: Contract, page 53 it lists Marcia Dias as the liaison for the Department for program matters. Should the liaison be Monica Poole-Lillyblad?

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